

*Fitness Report Policy, -1962*

SSA-DD/S  
7D 16 Hqs

9 August 1962

Deputy Director (Plans)  
3C 34 Hqs

Mr. Helms:

At your Staff Meeting on 2 August reference was made to a special stamp used on fitness reports by one division to indicate that the fitness report had been prepared under standards prescribed by that division.

The use of such stamps was discontinued last November at the request of the Career Council in anticipation of improved guidance and instructions which were to accompany a new fitness report form.

The new fitness report form, and accompanying guidance and instructions, has been approved and prescribed for use beginning 1 July 1962 by Headquarters Notice

The new form and instructions were designed to produce greater uniformity in the preparation of fitness reports by supervisors throughout the Agency and presumably supplemental instructions will not be needed. We have had insufficient experience with this new form to indicate whether or not any further guidance is needed.

The attached memorandum from the Director of Personnel to the Heads of Career Services dated 3 November 1961 (DD/P 1-6090) advises them of the request by the Career Council to discontinue the use of special stamps or certifications on fitness reports.

25 YEAR RE-REVIEW